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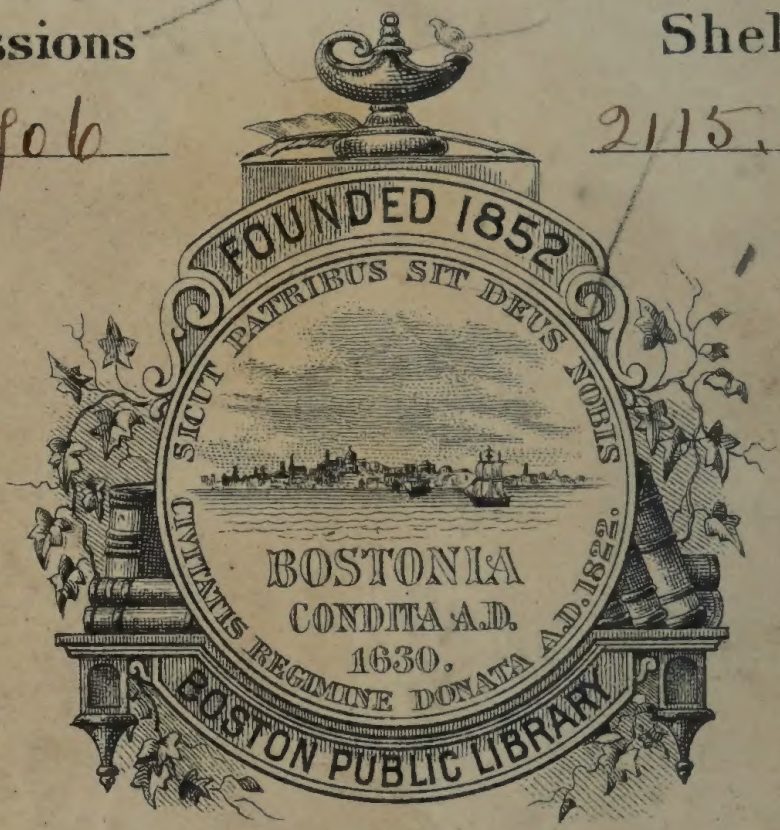
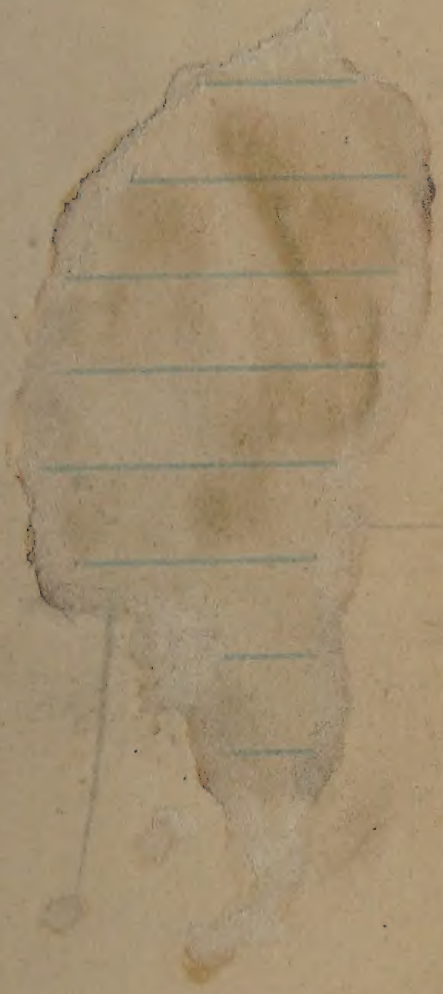


Received May 15, 1860.



THE

UNIVERSAL WRITER;

OR,

SHORT-HAND SHORTENED,

BEING THE MOST CORRECT, EASY, SPEEDY AND LEGIBLE METHOD EVER YET DISCOVERED,

WHEREBY,

2115.35

More may be written in one hour, than in eighty minutes by any other System hitherto published:

AN ATTENTION TO WHICH, BY THIS METHOD, ANY PERSON MAY QUALIFY HIMSELF, IN A SHORT TIME, TO NOTE DOWN THE LANGUAGE OF A PUBLIC SPEAKER IN A STYLE BOTH BEAUTIFUL AND LEGIBLE, WORD BY WORD, AS FAST AS DELIVERED, AND MAY LIKEWISE READ IT DISTINCTLY AT ANY DISTANCE OF TIME AFTER IT IS WRITTEN.

COMPILED AND IMPROVED FROM THE LATEST LONDON AND AMERICAN PUBLICATIONS.

SECOND EDITION.

BY ISAAC STETSON,
PROFESSOR OF STENOGRAPHY.

NEW YORK:
PRINTED BY DOOD AND MANTER, NO. 1, THAMES-ST.

1824.

EASTERN DISTRICT OF PENNSYLVANIA, to wit:

[L. S.] BE it remembered, That on the thirtieth day of June, in the forty-eighth year of the Independence of the United States of America, A. D. 1824, ISAAC STETSON, of the said District, hath deposited in this office, the title of a Book, the right whereof he claims as Author, in the words following, to wit:—

"The Universal Writer, or Short-Hand shortened, being the most correct, easy, speedy and legible method ever yet discovered, whereby more may be written in one hour, than in eighty minutes by any other system hitherto published: an attention to which, by this method any person may qualify himself, in a short time, to note down the language of a public speaker in a style both beautiful and legible, word by word, as fast as delivered, and may likewise read it distinctly, at any distance of time, after it is written. Compiled and improved from the latest London and American publications. By Isaac Stetson, professor of Stenography."

In conformity to an act of the Congress of the United States, intitled, "An act for the encouragement of learning, by securing the copies of maps, charts and books, to the authors and proprietors of such copies, during the times therein mentioned; and also to the act, entitled, "An act for the encouragement of learning, by securing the copies of maps, charts, and books, to the authors and proprietors of such copies during the times therein mentioned," and extending the benefits thereof to the arts of designing, engraving, and etching historical and other prints."

D. CALDWELL,
Clerk of the Eastern District of Pennsylvania.

B. H.
40706
May 15, 1860.
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INTRODUCTION.

THE ART OF SHORT-HAND, after struggling with the prejudice or indolence of more than a century, has at length become an important object of general education, and is regarded as a necessary acquisition to the scholar and the gentleman. The value of its attainment is indeed sufficiently testified by the number of competitors who have endeavoured to obtain the public attention by the publication of their peculiar systems. The readiness of professors of stenography, to communicate their discoveries and improvements to the world, has been in proportion to the encouragement afforded them by the community; and the result of competition in this as in every other branch of human knowledge, has been its gradual advancement to perfection.

It does not appear, from the writings of the Ancients, that they were acquainted previous to the Christian æra with any regular system of abbreviation by which they could embody the eloquence of their orators, or promote the convenience of private composition. Yet some imperfect attempts at regular abbreviation were made by the Clergy and the Monks of the barbarous ages; but their efforts usually terminated in nothing more satisfactory than the substitution of a single horizontal stroke for an M;—the occasional employment of the initial letter alone,—and the frequent omission of the termination. The Egyptians, who were early distinguished for their learning, at first represented words by a delineation of figures called hyeroglyphics. But a more concise mode of writing was afterwards introduced, in which only a part of the symbol or picture was drawn. After them the Hebrews, the

Greeks, and the Romans, adopted different methods of abbreviating their words and sentences, chiefly by substituting the initials, the finals, or radicals, for whole words, and various combinations of these sometimes formed a sentence.

The Greeks, it has been said, first invented the substitution of arbitrary characters for words, and the invention has been ascribed to Xenophon, the Philosopher and Historian, who afterwards successfully introduced it to his friends and patrons, at Nicolai. The Romans soon availed themselves of these improvements. Bishop Wilkins informs us, that Ennius, the Poet, invented eleven hundred arbitrary characters; and after this the plan was considerably improved by Tyro, and held in high estimation at Rome. Some writers, on this subject, have asserted that Cicero instructed and employed Short-hand writers in the Roman Senate. Afterwards, in the

time of Augustus, they were appointed to register and digest the public Acts. Titus Vespasian was remarkably fond of short hand, and, although he added nothing to its improvement, yet it has been said, that he greatly excited the attention of his contemporaries, not only by his fond attachment to its practice, for the sake of amusement, but by his repeated efforts to convince his subjects of its vast utility, both in transmitting to posterity the orations of the most celebrated orators, and in promoting the convenience of private correspondence. Seneca, the Philosopher, increased the number of Characters to about five thousand. The celebrated speech of Cato, relative to the Catalinian conspiracy, was taken and preserved in this species of writing.

The first English Treatise on this subject, is supposed to have been written by Dr. Timothy Bright, about the year 1588, under Letters Patent

from Queen Elizabeth, to whom it was dedicated by the title of the "Art of Short, Secret and Swift Writing by Characters." And in 1590, a similar work was published by Peter Bale. In 1618, Mr. Willis invented a Shorthand Alphabet. The next improvement of any importance was by Mr. Byrom, who excluded all vowels in the middle of words. These were, doubtless, improvements of vast importance, and will ever be admired, as the true principles of every practicable system of Stenography. But, even these improvements were inadequate to the purpose for which the art was designed. Therefore, the authors can only claim the merit of having opened a door for the further improvement of their successors. And it is certain that no inconsiderable number have exercised considerable ingenuity in the publications of their peculiar systems, many of whom are, indeed, entitled to much credit for

their improvements. But none have yet been so fortunate as to establish a permanent system. We have, however, just reason to believe, that the time is not far distant when the merits of this invaluable art will be more duly appreciated, and, when every philanthropist and every lover of science will most cheerfully unite in forwarding the æra in which it shall be introduced into our Colleges, Academies, and other seminaries of learning.

The utility of Short-hand to the reporters of debates—to the students in the courts of law—to the intelligent historian—to the private scholar—to the man of business—and to every individual whose convenience may be promoted by a mode of writing at once easy, secret, and expeditious, has been too long acknowledged, and is in itself too evident, to demand the further exposition of the Editor: but its indirect uses are not

less evident than its direct application to all the purposes of life. The immediate utility of the mathematics is less evident than their tendency to inure the mind to habits of intense and persevering study, and to train it to a regular and systematic method of investigation. In the same manner the practice of Short-hand may powerfully contribute to facility of conception; to accuracy of observation; and to that rapidity of apprehension and execution which of all other qualifications are the most necessary in the general intercourse of society.

The effusions of ancient eloquence, resplendent and beautiful as the united testimony of successive critics have declared them to have been, were forgotten with the occasion that gave them birth, and delighted the fortunate individuals alone who witnessed their delivery. The orations ascribed to the Grecian and Roman warriors and statesmen, by the histo-

rians, were the fictitious compositions of the narrator, and instead of communicating interest to his productions, had no other tendency than to vitiate the purity, and discredit the fidelity of history.

The speeches of Cataline and the harangues of Fabius, as represented by Cato and Plutarch, were either the mere invention of the writer himself, or are constructed on a general outline, according to his own modes of thinking and his own peculiarities of style. Nor have the moderns been merely deluded by fanciful and fictious orations. The eloquence of the great masters of an ancient oratory has been but imperfectly transmitted to posterity. The orations of Cicero and Demosthenes, however excellent in themselves, are, compared with the unknown and forgotten harangues of their contemporaries, but as a single star, compared with the innumerable luminaries of the firmament: and the

powerful efforts of Plato and Hortensius, in the contests of oratory, live only in the praises of their contemporaries.

How much would mankind have been delighted and improved, had the defence of Socrates, and the oration of Caracticius been transmitted to us as they fell from the lips of these celebrated men, and with all the characteristic peculiarities of thought and expression that were visible to the eye of the auditor! When Regulus exhorted his countrymen to persevere in their enmity to the Carthaginians though his life depended on their submission;—and when Virginia implored the vengeance of the Senate against her ravisher, the struggles of patriotism, and the resentment of virtue, presented to the mental eye of the auditor a picture, which, had he been able to embody it, would have excited the admiration of future ages, as much as it improved and delighted the masters of the world. The sim-

ple and unpremeditated eloquence of nature would have outvied those elaborate harrangues by which successive historians and dramatists have endeavoured to ennoble the characters of the hero and the virgin; and while they obtained an irresistable command over the feelings, they would have contributed through the medium of the Stenographer, to the correctness of history, as much as to its beauty and sublimity.

The multiplicity of former systems present a serious obstacle to the successful exertions of a new claimant on the public favour. It is natural to conclude that nothing new can be added to an art on which so many predecessors have exercised their ingenuity. It is suspected, that the latest attempt is similar to all that have gone before it, or deserves the name of novelty at the expense of perfection. The author flatters himself, however, that it will be impossible to take even a cursory review of

the present system, without observing the number and importance of his improvements. On comparing it with the most popular systems, it will be found that in the THREE great requisites of *brevity*, *distinctness* and *expedition*, it is decidedly superior. In several modern systems, expedition has given place to elegance; and their writers, in the love of symmetry and ornament, have forgotten the first great object of their art. If it be the purpose of many of the author's predecessors to form a beautiful intermixture of curvilinear, horizontal, and perpendicular lines, they have succeeded. But the author of the present system has endeavoured to do something more, and to enable a person to attain an art by which he may follow the most rapid speaker, and afterwards read his own reports and memorandums, with correctness and facility. To do this is the first and original intention of Short-hand, to which all others are suborninate.

TO THE

MASTERS OF ACADEMIES,

SCHOOLS AND OTHER SEMINARIES OF LEARNING;

TO THE

STUDENTS IN LAW, PHYSIC AND DIVINITY,

AT UNIVERSITIES;

TO WRITING MASTERS, CLERKS AND PENMEN

OF EVERY DESCRIPTION;

This new and improved System of Short-Hand, which has not only received the unbounded applause of the most celebrated Masters of the Art, but has also been recommended by them as the most perfect system ever presented to the public, (being founded on the principles of unsophisticated philosophy, and adapted to the present state of literature in the United States,) is, with the utmost gratitude and respect, humbly submitted to them for their patronage.

Of this Epitome of Stenography.

Secret, short, swift, this writer iS, the sun's course seems but slow to hiS.
The Teacher's nimble tongue comes shorT, this writer waits his nexT reporT.
Eagles arE swift, his pen doth fleE, his quill an Eagle's seems to bE.
No clouds can flee, Nor waters ruN, swifter thaN his quick strokes have doN.
One posting swiftly tO and frO, his Oft-turned quill doth even sO.
Galley or ship with sails and flaG; the weaver's shuttle, leopard, staG,
Roe, dromedary, horse, oR haR; oR the swift swimming dolphin raR,
And the quick scribes, As, shemajA, baruch esrA, and ElishamA,
Paint forth as Patterns in a maP, this art's true Portraiture and shaP.
Haste, Haste, to learn what it doth teacH, swiftness and shortness botH to reacH.
Yea both in Stenography IY, much more in this epitomY

THE

EXCELLENCY AND UTILITY

OF

SHORT-HAND.

READER, in few words to decry,
This ART's exceeding excellency;
Hereby as much more writ may be,
In margin, as in page you see;
And what at large takes up a day,
May in one hour be writ this way.
Its usefulness can scarce be told
It is so very manifold;
Hereby you may with ease and speed,
Commit to writing what you read:
And what you write you may hereby
As soon commit to memory.
Letters and otherthings may be
Transcribed with celerity;
And sermons writ, even from the lip,
And sudden thoughts, before they slip,
Reports and speeches, and orations,
Marginal notes, aud interlineations;
And daily memorandums too,
And things not fit for public view.
Useful it is for the traveller,
Trader, soldier, ambassador;
Student and gentleman need know it,
Physician, lawyer preacher poet,
For every person in his station,
'Tis useful unto admiration!
And 'tis as short as short can be,
'Tis Short-Hand's short epitome.

Of the Stenographic Alphabet, &c.

The first subject which invites the attention of the learner, is the Stenographic Alphabet.—And as this is the foundation on which the whole art is built, and on which all the subsequent improvement will depend, I shall not content myself with having merely arranged the characters with the words which they represent, but, shall also endeavour to explain the nature and formation of these characters in such a manner, that the learner will discover the simplicity of the art, and be able to perfect himself in its practice without any further assistance than with the book alone.

The characters of which the Stenographic Alphabet is composed, are twenty-three in number, and are the simplest in nature, consistent with legibility. These are readily combined with each other, in spelling words, and form a perfect symmetry in the whole, giving to the writing an easy and graceful appearance in a small space.

The Alphabetical characters are to be considered in a double light; first, as representing the letters of the alphabet, and secondly, as arbitrary marks for those words that are annexed to them, and for which they always stand when placed by themselves; but joined together, they are to be read as letters. Hence it is obvious that these words, as well as the characters which denote them, should be so indelibly fixed in the memory, as to be recollected without the least hesitation. For as the chief difficulty in writing as well as in reading Short-hand arises from the novelty of the characters, and from the want of familiar acquaintance with them, the future pro-

ficiency of the learner, and his readiness and facility in writing and reading, will principally depend upon the accuracy of his knowledge of these characters, and the words for which they stand.

THE STENOGRAPHIC ALPHABET,

and the words the characters represent when alone by themselves

a & e		an at was
b		be by been
d		do did done
f & v		for from every
g & j		God good give
h		have he had
i & y		if thy yet
k & g		know knew known
l		Lord all love
m		me my many
n		not and in
o & u		of you your
p		peace person power
r		are our or
s		is as us
t		to into it
w		with which who
x		example except accept
bl		believe belong behold
ch		such much change
sh		shall shalt should
th		the they that
ious		conscious righteous genius

Prepositions and Terminations,

or,

*Beginnings and endings of long words.**

Let the character for *a*, (made like an acute accent inclining to the right,) stand for *anti*, *ante*, *ad*, *advan*. The character *k* for contri, contra; contro, counter;—*m*, multi, magni—*n*, inter, intro, enter—*p*, per, pre, pro, post—*r*, recon, recom, rein, reim—*s*, sub, sup, super, circum—*t*, trans—*x*, exter, extin, extra.

Terminations.

The stenographic *f*, (joined to the last end of a word) will denote the termination *ful*—*g* will express *guish* and *ject*—*k*, clude—*m*, ment—*n*, ness—*r*, ary, ory—*s*, self—*sh*, ship, tial, cial. A dot placed *over* or *under* the last letter of a word, represents the terminations *tion*, *sion*, *tian*, *sian*. A small scratch or comma, placed over or under the last letter of a word, (as described for the above dot,) will express the plural number of the same words. A comma at the end of a word, is used for the terminations, *ing*, *ong*, *ung*. An accute accent (inclining to the right) may be made, at the end of words, for the terminations, *ity*, *ality*, *elity*, *ility*. Cross the last, letter, made for the terminations, *sive* and *tive*. [See plate No. 2]

* In writing words, having any of these selected prepositions or terminations, make use of stenographic characters of the same name with the letters which *here* represent them. The prepositions are never to be joined in writing, but placed near to the words of which they form a part. The stenographic characters which are appointed to represent the terminations, may be joined to the preceding letter, but other marks (which are not letters) are written as described above, and as may be seen in plate No. 2.

Rules for making the Characters.

Make the hook first to, *b*, *h*, *i*, *bl*, *ch*, *sh* and *th*.
Make *d*, *g*, *w*, *p*, *t* and *w*, downward.
Make *l*, *o* and *r*. upward.
Make *f*, *k*, *n*, and *ious*, from left to right.

Rules for Spelling.

1. The words in the alphabet are represented by the characters at their left; but all other words are to be spelt and written according to the sound of the letters without any regard to orthography.

Ex. might *mit*, light *lit*, bright *brit*, write *rit*, through *thru*, &c.

2. Omit all vowels in spelling, except when distinctly sounded.

Ex Envy *nv*, entity *ntt*, obey *oba*, day *da*, pay *pa*, excess *xs*, endeavour *ndvr*.

3 When double consonants occur, use only one.

Ex Letters *leters*, spelling, *speling*, manner, *maner*.

4 Let *k* or *s* supply the place of *c*.

Ex. Came, *km*, consider *konsider*, capable, *kpble*, *siens*, *reser*.

5 For *ph* and *gh*, use *f* or *v*.

Ex Philosophy *filosofe*, Philadelphia *filadelfa*, enough *enuf*, tough, *tuf*, rough *ruf*.

6 H may frequently be omitted as follows:

Ex Help *elp*, highway *iwa*, how *ow*.

7 B and W may be omitted as follows:

Ex. Slumber, *slumer*, number *nuber*, answer, *anser*,

8 Let S supply the place of Z, in all cases.

Rules for Writing.

With a hard black lead pencil, patent silver or steel pen, or with the common pen made fine, with a short slit, and a narrow nib or point, proceed to write in Short-Hand.

1 Write the characters of the Alphabet, at the same time repeating the letters and words on the left hand, till the whole are familiar.

2 Join the characters as in Plate I. at the same time repeating the letters, and words for which they stand.

3 Proceed to write sentences, observing never to lift the pen in writing a word, except to make a preposition, termination or the dot for *a* and *e*. When *a* or *e* is to be written, make a small dot; and if it belongs to a particular word, let it stand near that word, at the right or left; if not attached to a word, give it the same room as any other character.

4 The character *y*, at the last end of a word, has, for the most part, the sound of *e*, and may be expressed by a dot.

5 The character for *ious*, is used at the last end, but never in the beginning or middle of a word.

6 Common figures may be used to represent numbers, but they should be made larger than the other characters that they may be more readily distinguished.

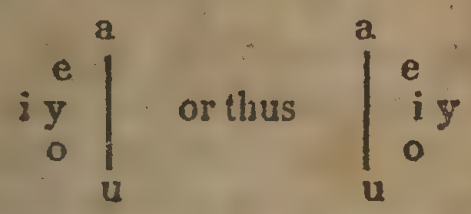
7 The common marks for punctuation may be used in Short-Hand, except the period, which would be taken for *a* or *e*. But when a sentence is complete, to leave a blank of half an inch, and let each paragraph begin a new line, are the only distinctions necessary.

Of the Vowels.

In all the systems of short-hand which I have hitherto seen, there appears either a want of legibility, (occasioned chiefly by the obscure method of expressing the vowels,) or a want of simplicity by producing legibility.

It has been customary to assign *five* places to the vowels, *a*, *e*, *iy*, *o* and *u*, instead of writing characters for them; and each vowel was understood (when intermediate) by taking off the pen, and drawing the following consonant from that place after the preceding one, which the vowel would have occupied had it been a final one.

In many of the common methods of short-hand, the initial and final vowels are represented by dots, in either case, placed in five distinct places. When intended to express the former, they are directed to be placed before the consonant on the left; and when the latter, after the consonant, on the right hand. Thus the place for *a* was over the consonant; *e* was against the upper corner of it; *i* and *y* against the middle; *o* against the lower corner, and *u* underneath, as are here represented.



The great inconvenience attending the former mode of expressing them *i. e.* by writing the next consonant in the place of the preceding vowel, is self-evident, and carries its own absurdity upon the face of it. And the latter and more general method of expressing them,

i, *e*, by points, placed in distinct parts, or place sabout the consonants, is no less faulty, and renders the art almost impracticable; as the observation of these rules require a nicety of attention that is incompatible with the necessary celerity, as well as legibility of the art. Some authors, indeed, to obviate the unavoidable confusion which those niceties occasioned, have made only three distinct places for the vowels.

a e i y o u	or thus,	a e i y o u

This mode is not so liable to create confusion as the former; for the places being but *three*, are more easily found in writing, and remembered: yet this method, though certainly far preferable, is, nevertheless, liable to very many objections.

I have seen a few modern systems, wherein the intermediate vowels are altogether discarded; and a single point only retained to express the whole of the initial and final vowels: this point is directed to be placed just in the centre of the line, leaving it to the sagacity of the reader to find out which of the vowels it is meant to represent. And moreover, the writer is directed to omit *all vowels* in expeditious writing; and leave it to the centext to supply these defects. It is evident, however, that these rules must tend to throw the greatest obscurity upon the writing, and render it impossible to be read at any future time, for by this mode they never can show where there is a dipthong omitted, nor give the letters of it, which are sometimes very necessary. No technical terms, no names of persons, places, or

SPECIMEN OF JOINING.

	b	d	f	g	k	l	m	n	p	r	s	t	w	x
b														
d														
f														
g														
h														
k														
l														
m														
n														
p														
r														
s														
t														
w														
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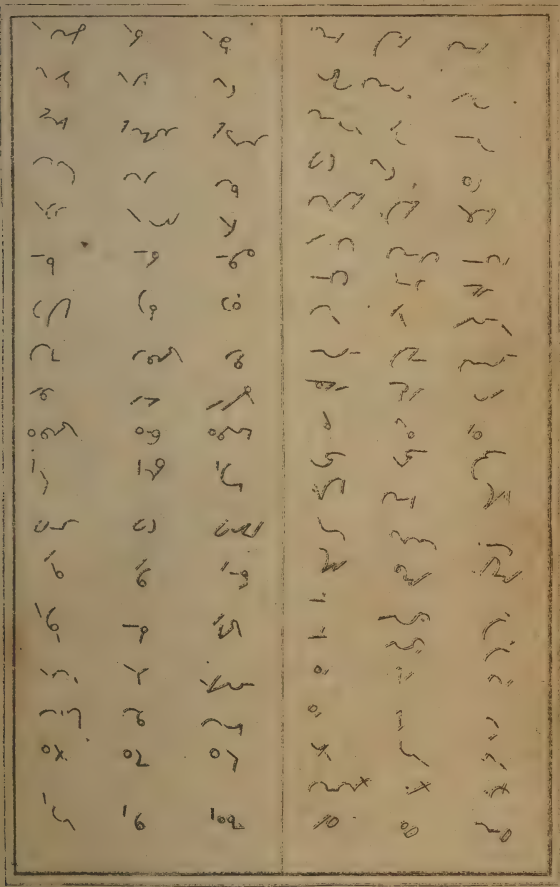

things can be wrote in it, where any vowel must intervene, to give the sense.

There are a number of other methods, which serve likewise to deceive the public; the authors of them seem to be ignorant of the true nature of Short-hand. It would however, take up too much time and fill a number of pages, to point out the absurdity of these complex systems, which, instead of improving the art tend only to bring it into disgrace.

The only reasons I can conceive, why this method of pointing for the vowels has been so universally adopted, are, the want of a proper investigation of the simple marks which nature affords, or, that *apparent* concisement has hitherto been taken for *real* brevity. Nevertheless, it is obvious that those marks which *seem* to occupy the least space, are not always, in reality, the shortest, or most conducive to expedition. The mode of expressing the stenographic vowels, therefore, by means of points is not only an enemy to legibility, but is also calculated to destroy the purposes of expedition. This will appear the more evident when we consider,

First. That if the pen be moved to the right hand or to the left, from a dot towards a stroke, or from a stroke towards a dot, it describes a line, (whether the line be visible or not) of sufficient length to form a character.

Secondly. That as the motion from point to point is *less rapid*, because *less direct*, through the air, than upon the paper itself; there is as much time lost by the sudden stop and taking off the pen, passing it over the detached space, and putting it down again, as in the

formation of *two* (and oftentimes of *three*) characters. Thus a detached, particle, occupies as much time in writing as if the word were written (by characters) at full length. It has therefore appeared absolutely necessary that the vowel points, so predominant in other systems, should be entirely rejected; and another kind of substitute provided for them, viz. The period for the two first vowels, *a* and *e;* which have so close a mutual affinity in sound, that this one dot may serve for both.

The third and sixth vowels *i* and *y;* may also be represented by one character, for scarce any difference in sound exists between them. The fourth and fifth vowels, *o* and *u;* may likewise be written by one character, the analogy of the sound being so close as to warrant the substitution of one for the other.

By this arrangement, all those difficulties and dislocations already mentioned, in expressing the vowels (when they are absolutely necessary to be expressed,) in order to give the sound of the word, are avoided. Moreover, the exact place where they intervene, is shown; in so determinate a manner, that no particular case will be required to render them perfectly distinct, and the writer is thereby enabled to discover such vowels with certainty. How far this improvement has succeeded in remedying the defects of other authors and removing the difficulties which have almost precluded the acquisition of a knowledge of short-hand; I leave to the mature consideration of every impartial and judicious person to decide Experience, however, has fully convinced me (and it is also the opinion of many truly em-

nent professors of the art) that, if there were no more instances, in which the present system surpassed those that have preceded it, these already mentioned respecting the arrangement of the vowels, are sufficient to render it preferable to all others: but these, it will be perceived, are very *inconsiderable*, in comparison with several other peculiar improvements, by means of which, you may write nearly as fast again, as by any other system. In presuming, however, to submit my own, together with the unprejudiced opinion of those professional gentlemen who have honoured me with their approbation as to the superior merit of my performance, I wish it to be distinctly understood, that I disclaim any attempt to anticipate the judgment of the public concerning it, being aware that *various men are possessed of various fancies*, and consequently I cannot expect to escape the disapprobation of those persons who entertain a partiality for other authors; but as I have not the least inclination to solicit any further encouragement than the merits of my performance will justly and fairly entitle me to, all I respectfully ask, of such persons is a *fair* comparison and an *equitable* sentence.

SHORTENING.

RULES.*

When great dispatch is required, as in the case of writing after a rapid Speaker, you may avail yourself of every necessary abbreviation, in order to assist you in keeping close to his lips; but to avoid obscurity and confusion, rules must be observed. These ought to be few, adequate, and universal in their application.

Having therefore concluded my observations on the regular lessons, and given the learner a clear and comprehensive explanation of the mode of writing, I shall proceed to make him acquainted with the following rules of contraction, which are founded upon this maxim, that *connection is the master-key for decyphering Short-hand.* They are plain, natural, and methodical; and will be found to stand the test of practice, and answer every purpose of their destination; being so *universally useful*, that those who are quick in *Long-hand* writing, by the help of them, will not fall short of tracing the most rapid speaker *verbatim*, and a person who hath a moderate share of understanding, although he hath but a slow pen, is here sufficiently provided with the most natural and easy methods of abbreviating.

In every case, words and phrases are to be abridged as much as possible, without running into confusion

* These rules are, however, by no means, recommended to beginners; but are, more particularly designed for persons who are in a habit of reporting debates, lectures, plays, &c. and require a more expeditious hand.

and obscurity; and as a simple expression, for the double consonants, is one of the most necessary (for the purpose of expedition,) I have selected such characters to denote them, as may be written with a simple turn of the pen—readily joined to each other, and easily remembered. They being mostly an extension or inversion of the characters appointed to represent the single consonants, are less liable to create confusion, than a multitude of new characters: and instead of interfering with the memory of the single consonants, tend more indelibly to impress them on the mind; for by remembering the one, the other cannot be forgotten. These, double consonants, (as well as those in the alphabet) are likewise, used in a double capacity; that is, as consonants when joined, and as arbitrary characters for those words annexed to them when they stand alone; so that it is impossible to mistake either in using or in reading them.

R, made twice its usual length, will make the double consonant *br*, and will stand (when alone) for the words, *bear bring brought.*

The semicircle for *f*, made double size stands for *fl*, *feel fell fall.*

Gl is the character for g made large; and will express the words, *glad glory glorious.*

Pl may be made, by making the character for *p* twice as large as usual; and will denote the words, *plenty public people*

Pr is the *l* made longer; *pure poor prove.*

Fr is the reverse of the *w*; *for fear fare.*

The hook to the *th* made on the right (instead of the left) will make the character *thr*, *there other their.*

The hook to the *y* made on the under side will denote the character *ou* or *oi;* and will represent the words, *how now thou.*

Prepositions and Terminations.

An exemplicatiou of the following (as well as the former) *prepositions* and terminations, may be seen in plate No. 2. These (as well as the double consonants) will be found of great importance to the careful and correct writer. They are represented by Stenographic characters placed near the words of which they form a part; the prepositions at the beginning and the terminations at the end, as their names imply.

Usually the first consonant of the preposition or termination, is found to be the most natural expression for it, as being the most regular; and at the same time contributing, generally speaking, to assist the recollection more than any other.

B may stand for, *ab ob abs obs*—h *hypo hyper*—p *oppo opper appro*—d *dis discon discom.*

Terminations.—D *dant dent duct*—f *flict flect*—fr *form ference*—h *hend hendid*—k *claim clude clusion*—m *mand mend*—*struct strict*—t *tant tend test*—i *ify nify ize,*

PREPOSITIONS.

*anti*christ	*ante*cede	*anti*cipate
*contri*bute	*contra*l	*contra*st
*multi*ply	*magni*fy	*magni*tude
*inter*est	*inter*cede	*inter*sperse
*per*tain	*pre*scribe	*pro*pose
*recon*cile	*recom*mend	*reim*bursement
*sub*scribe	*sup*pose	*sub*servient
*trans*mit	*trans*gress	*trans*plant
*exter*nal	*extin*guish	*extra*ordinary
*dis*miss	*dis*pose	*disin*terested.

TERMINATIONS.

Abun*dant*	pru*dent*	con*duct*
faith*ful*	con*flict*	re*flect*
re*claim*	con*clude*	in*cluding*
extin*guish*	ob*ject*	sub*ject*
compre*hendid*	appre*hension*	misappre*hension*
on*ly*	man*ly*	need*less*
com*mand*	de*mand*	refine*ment*
incendi*ary*	nuga*tory*	armo*ry*
him*self*	ab*stract*	dis*trict*
fellow*ship*	mar*tial*	par*tial*
for*ward*	back*ward*	on*ward*
glo*rify*	signi*fy*	organi*ze*
na*tion*	reflec*tion*	por*tion*
na*tions*	reflec*tions*	por*tions*
sing	*thing*	*wing*
sings	*things*	*wings*
fide*lity*	forma*lity*	abi*lity*
conclu*sive*	abor*tive*	ac*tive*
re*spect*	sub*scribe*	when*soever*.

Arbitrary and Contracted Characters.

In order to render this system more comprehensive, I have given the following rules for abbreviation. These, though not appertaining to the ground work of the system, will, nevertheless, be found a very great assistance both in point of expedition and legibility.

1. Let a dot above the line stand for, *with the, was the.*
2. A dot below the line for, *for the, from the.*

3. A horizontal touch, above the line, for, *in the, of the.*
4. The same touch below the line for, *and the, by the.*

5. Two dots above the line for, *to the, at the.*
6. The same dots below the line for, *is the, as the.*

7. A colon for, : *that the, that they.*
8. Two horizontal lines for, = *Equal, quality, quantity.*
9. An inverted Stenographic *h* for, *him, his, has.*
10. A long o for, *expect, experience, expose.*
11. A large Stenographic q, for, *quick, question, quite.*
12. A large *circle* o for *the world.*
13. A *circle* with a *dot* in it, for *in the world.*

AN ANTITHESIS;

Or, the Opposition of Words.

When two words of a *contrary* signification come together; or, with a word or two between them; write the first *contrary* word, and afterwards express the *opposition* by drawing a line under it. E. X. *Life* and *death* *Good* and *bad* *Day* and *night* *Summer* and *winter* *From darkness to light* *From the east to the west* *Both the just and the unjust* *Neither the rich nor the poor*, &c.

When two words come together, denoting the difference of *sex*, write as above E. X. *He* and *she* *Male* and *female* *Man* and *woman.*

Or, if two correspondent terms of *relation* fall together, they are signified in the same way. As, *husband* and *wife* *Father* and *mother* *Parents* and *children* *Son* and *daughter*, &c.

OF REPETITIONS OF WORDS, &c.

If a word be repeated, you may signify it by drawing a line *over* the word, E. H. *Lord, Lord* *Holy, holy* *Ever* and *ever* *Better* and *better* *Worse* and *worse* *More* and *more*, &c.

Likewise, if the word have *from* before and *to* after it. E. X. *From time to time* *From generation to generation* *From everlasting to everlasting* *From place to place* *From city to city* *From kingdom to kingdom*, &c.

DECLARATION OF INDEPENDENCE.

IN CONGRESS, JULY 4, 1776.

See Plates 3 and 4.

WHEN, in the course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume, among the powers of the earth, the seperate and equal station to which the law of nature and of nature's God entitle them, a decent respect to the opinions[3] of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident: [4]That all men are created equal; that they are endowed by their Creator with certain unalienable rights; that among these are life, liberty, and the pursuit [5]of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed; that when-

ever any government beomes destructive to those ends, it is the right of the people to alter, or to abolish it, and to institute a new government, laying its foundation on such principles, and organizing its powers in such form, as to them shall seem most likely to effect their safety and happiness. Prudence, indeed, will dictate, that governments long established should not be changed for light and transient causes; and accordingly, all experience hath shown, that mankind are more disposed to suffer while evils are sufferable, than to right themselves by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same object, evinces a design to reduce them under absolute despotism, it is their right, it is their duty, to throw off such government, and to provide new guards for their future security. Such has been the patient

sufference of these colonies; and such is now the necessity which constrains them to alter their former systems of government. The history of the present king of Great Britain, is a history of repeated injuries and usurpations, all having a direct object the establishment of an absolute tyranny over these states. To prove this, let facts be submitted to a candid world.

He has refused his assent to laws the most wholesome and necessary for the public good.

He has forbidden his governors to pass laws of immediate and pressing importance, unless suspended in their opperation till his assent should be obtained; and when so suspended, he has utterly neglected to attend to them. He has refused to pass other laws for the accommodation of large districts of people, unless these people would relinquish the rights of representation in the legislature—a right inestimable to them, and formidable to tyrants only.

He has called together legislative bodies at places unusual, uncomfortable, and distant from the repository of their public records, for the sole purpose of fatiguing them into compliance with his measures.

He has dissolved representative houses repeatedly, for opposing, with manly firmness, his invasions on the rights of the people.

He has refused, for a long time after such dissolutions, to cause others to be elected; whereby the legislative powers, incapable of annihilation, have returned to the people at large for their exercise, the state remaining in the mean time exposed to all the dangers of invasion from without, and convulsions within.

He has endeavored to prevent the population of these states; for that purpose obstructing the laws for naturalization of foreigners; refusing to pass others to encourage their migration hither, and raising the conditions of new appropriations of lands.

He has obstructed the administration of justice, by refusing his assent to laws for establishing judicary powers.

He has made judges dependent on his will alone for the tenure of their offices, and the amount and payment of their salaries.

He has erected a multitude of new offices, and sent hither swarms of officers, to harass our people and eat out their substance.

He has kept among us, in times of peace, standing armies, without the consent of our legislatures.

He has affected to render the military independent of, and superiour to the civil power.

He has combined with others to subject us to a jurisdiction foreign to our constitution, and unacknowledged by our laws; giving his assent to their acts of pretented legislation:

For quartering large bodies of armed troops among us:

For protecting them, by a mock trial, from punishment for any murders which they should commit on the inhabitants of these states:

For cutting off our trade with all parts of the world:

For imposing taxes on us without our consent:

For depriving us, in many cases, of the benefits of trial by jury:

For transporting us beyond seas, to be tried for pretended offences:

For abolishing the free system of English laws in a neighbouring province, establishing an arbitrary government, and enlarging its boundaries, so as to render it at once an example and fit instrument for introducing the same absolute rule into these colonies:

For taking away our charters, abolishing our most valuable laws, and altering fundamentally the forms of our governments:

For suspending our own legislatures, and declaring themselves invested with power to legislate for us in all cases whatever.

He has abdicated government here, by declaring us out of his protection, and waging war against us.

He has plundered our seas, ravaged our coasts, burnt our towns, and destroyed the lives of our people.

He is at this time transporting large armies of foreign mercenaries to complete the works of death, desolation and tyranny, already begun with circumstances of cruelty and perfidy scarcely parelleled in the most barbarous ages, and totally unworthy the head of a civilized nation.

He has constrained our fellow-citizens, taken captive on the high seas, to bear arms against their country; to become the executioners of their friends and brethren, or to fall themselves by their hands.

He has excited domestic insurrections amongst us, and has endeavoured to bring on the inhabitants of our frontiers, the merciless Indian savages, whose known rule of warfare is an undistinguished destruction of all ages, sexes, and conditions.

In every stage of these oppressions, we have petitioned for redress in the most humble terms: our repeated petitions have been answered only by repeated injury. A prince whose character is thus marked by every act which may define a tyrant, is unfit to be the ruler of a free people.

Nor have we been wanting in attentions to our British brethren. We have warned them, from time to time, of attempts by their legislature to extend an unwarrantable jurisdiction over us. We have reminded them of the circumstances of our emigration and settlement here. We have appealed to their native justice and magnanimity, and we have conjured them by the ties of our common kin-

dred to disavow these usurpations, which would inevitably interrupt our connexions and correspondence. They too have been deaf to the voice of justice and of consanguinity. We must, therefore, acquiesce in the necessity which denounces our separation, and hold them, as we hold the rest of mankind—enemies in war, in peace friends.

We, therefore, the representatives of the United States of America, in general congress assembled, appealing to the Supreme Judge of the world for the rectitude of our intentions do, in the name and by the authority of the good people of these colonies, solemnly publish and declare, that these united colonies are, and of right ought to be, free and independent states; that they are absolved from all allegience to the British crown, and that all political connexion between them aud the state of Great Britain,

is, and ought to be, totally dissolved; and that as free and independent states, they have full power to levy war, conclude peace, contract alliances, establish commerce, and to do all other acts and things which independent states may of right do. And for the support of this declaration, with a firm reliance on the protection of Divine Providence, we mutually pledge to each other our lives, our fortunes, and our sacred honour.

JOHN HANCOCK

TO THE LEARNER.

THE author of the present system has been engaged for some years past in teaching the art of Short-hand Writing in the principal cities in the Union; and in various parts of *thirteen* of the United States: during which time he has been honoured, by many individuals of the highest respectability, with expressions of their entire approbation as to the superiour merits of his performance, and the practicable utility of his system.

The *first* edition of this work has been sold in less than three months, and the author is now enabled to present a *second* with some important improvements, and additions, which will be of great assistance to the learner. The art has, *already*, been successfully introduced into many Colleges, Academies, and other Seminaries of learning, from which the author has received testimonials, which speak of the system in terms of commendation quite too unqualified to justify the existence of a doubt as to its utility.

The author having thus successfully taught, not only his own system, but also systems of various writers on this art, and having faithfully sought the easiest method of teaching it, begs indulgence for the following hints to the learner.

Do not attempt to read your short-hand till you have rendered the characters (by writing them) tolerably

familiar; neither attempt to arrive, by a royal hand to its skilful and expeditious practice, before the rudiments of the art are permanently fixed on the mind; for it is evident that care at the outset, and patient attention to the first rudiments of an art, are the most effectual helps to success: and as the plan that he at first adopts will soon become habitual, it is highly necessary that at the outset great attention should be paid to the regular formation of the characters; as it will shortly reward him with the pleasure of being able to read his own writing without that hesitation which ill formed characters will occasion And moreover, in their uniformity, the facility as well as the beauty and elegance of this art chiefly consists. This will be best, therefore, and most expeditiously effected by frequently copying and transcribing them; because such a method will likewise be attended with the advantage of familiarizing their forms much sooner to his mind, and of quickly communicating degree of promptness in recollecting them when necessary. And consequently of giving him a habit of ease and expedition in writing which nothing but repeated practice can secure, for I have found by long experience and extensive practice in teaching, that this art is learned more by example than by rules, and that it is the practice of the pen that brings a person nearest to perfection in this as well as in other writing.

In the practice of writing Short-hand, we reverse the liberties perpetually taken in long hand, that is, instead of employing more characters than are actually necessary to express the sound of words, we frequently make

use of fewer. If we can tell what is wanting, it is all one as if it was there; the less expression there is, so much the better for the purpose of brevity, which justifies the greatest omissions, provided what is left be intelligible. With this view it is necessary to leave out all the vowels where they are not distinctly sounded; for as they are so very much used that a syllable cannot be written without one or more of them, leaving them out will be of great advantage for saving of time in the writing. By a little attention it will be found that the sound of a word may be conveyed, though they are omitted in the middle of a word, as also at the beginning and end when they are silent: and though their omission may, for a while, at the first, render it difficult for the learner to read even his own writing without hesitation, yet, after a person is a little conversant with the writing, abbreviating will become easy and natural, and habit will make reading (though much abbreviated) no hardship at all. The consonants of which a word is composed together with the sense of the matter wrote, will lead, after a little practice, to the respective vowels, and give the true sense of the word, which is all that is necessary: but while a person is learning, and until he is capable of managing such an omission it is best (where a vowel comes at the beginning or end of a word, or in the middle, when such vowel sounds hard, or in case of a dipthong, when both vowels have their respective sounds, in such cases) to make use of the proper characters where such vowel or dipthong is necessary.

In writing proper names, or exotic quotations, (particularly if they stand alone,) the omission of the vowels

would oftentimes produce the greatest obscurity; and indeed more letters are unnecessary to express any word when it stands alone, than when the same word is in combination with others; in the latter case, the associated words are a clue to the meaning of each other. The greater number of consonants, however, there are in a word, the less will it require the aid of a vowel to make it legible; and the more experience the writer has in reading, the less occasion will he find for them; they ought to be omitted as much as possible, and never inserted, unless the explanation of the word depends upon them.

So, likewise, silent consonants may be omitted in spelling words, for we need only to write the radical letters of a word; that is, such letters as being pronounced will give the sound of the word for which they stand; as for instance, *xs* when sounded, produce the word *excess; ys* which clearly mark *wise; mblsh*, which give the word *embellish*, &c.

In writing Short-hand, all awkward, twisting, or bending the hand or arm (which is so natural to beginners) should be utterly avoided. The pressure of the fingers upon the pen, the hand upon the paper, and the arm upon the table or desk, should be as little as possible, while the motion of the pen must be made with the *fingers*, and not by the *whole hand;* otherwise, in long and continued writing, the wrist will be tired and its progress greatly retarded.

Every part of a letter or character (whether ascending or descending,) should be made of an equal thick-

ness or breadth, and the smaller the writing the more expeditious.

If the learner would qualify himself to write in public, by the easiest and most expeditious way, the following will, perhaps, prove the most effectual; i. e. let him procure a person to read extracts on different subjects with great liberation (while he writes them down) every day, for about half an hour, the reader increasing in speed, as he finds his ability to follow him increase; thus each day he will perceive what advances he has made. This method will be found far more effectual than writing a great deal at once, and returning to it no more: for experience teaches us that frequent repetitions will make a more durable impression on the mind, than one long and wearied attention to an object, without proper digestion, can possibly do: it will also afford more pleasure, with less fatigue to the learner. And though his *slow* progress at *first* may, perhaps, dishearten him; yet, by writing one half hour, each day, for a few successive days, he will find a very considerable improvement; for greater ease and facility in making the characters will increase upon him by practice, as it is by writing we learn to write.

By this mode he will moreover become familiarized with the manner of following a voice, will exercise the whole extent of his powers, and will overcome that confusion which always attends practitioners on their first attempting to write after a public speaker, sufficient at least to convince him, that practice will soon perfect him in the science. It will be best, therefore, for him to proceed in this manner, till he is so ready at writing

as to be capable (by having his thoughts before his pen,) of expressing the characters in the same time that the words themselves can be distinctly pronounced; for, as *expedition* is the offspring of *practice* and as every new combination, or fresh word, before it can be written by a learner, requires consideration; and that which demands thought at the moment of performance, creates an impediment to prompt execution, it is obvious that the learner can never write swiftly until he is able to have his thoughts some words before his pen. This dexterity, therefore, which is neither the consequence of deep study, nor enlightened genius, nor has any connexion with either; may assuredly be acquired by sedulous and vigorous application. This and this only will be the means of setting his hand, and will imperceptibly communicate a most fluent and dexterous habit of taking down with the utmost exactness, whatever is spoken in public; for it is with this as it is with all other arts to which a person has been used: after some practice, experience teaches the easiest method, and renders what seemed difficult at first, so very easy, that it frequently becomes a subject of surprise that even the very idea of such difficulty should enter the mind.

EDWARDS, E.

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